

# BOARD OF SELECTMEN MEETING MINUTES

January 5, 2016

Town Hall

Chairman Kenneth Picard; Selectman Robert J. Fleming; Selectman  
James Brochu; Town Manager, Blythe C. Robinson; Executive Assistant,  
Sandra Hakala

The meeting was called to order at 6:00pm. Chairman Picard opened the meeting and after the pledge of allegiance reviewed the agenda.

## MINUTES

**Motion #1:** Motion made by Selectman Fleming to approve the December 15, 2015 Regular Session Meeting Minutes, deleting lines 36 and 37.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Motion #2:** Motion made by Selectman Brochu to approve the December 24, 2015 Regular Session Meeting Minutes.

Second: Selectman Fleming, Unanimous Chairman Picard.

**Motion #3:** Motion made by Selectman Brochu to approve the December 8, 2015 Executive Session Meeting Minutes.

Second: Selectman Fleming, Unanimous Chairman Picard.

**Motion #4:** Motion made by Selectman Brochu to approve the December 15, 2015 Executive Session Meeting Minutes.

Second: Selectman Fleming, Unanimous Chairman Picard.

**Motion #5:** Motion made by Selectman Brochu to approve the December 24, 2015 Executive Session Meeting Minutes.

Second: Selectman Fleming, Unanimous Chairman Picard.

**Motion #6:** Motion made by Selectman Fleming to approve the October 20, 2015 Executive Session Meeting Minutes.

Second: Selectman Brochu, Unanimous Chairman Picard.

## MANAGER'S REPORT

A Communications Officer position has been advertised following the resignation of Carl Hartwick. Applications are due at the end of January.

A request for proposals to hire a consulting firm to assist the Town in developing financial policies and procedures has been made. The project is part of the Community Compact Initiative

spearheaded by the State which has provided a \$25,000 grant to support these efforts. Proposals must be received by January 29th.

The Town Hall records that went out for storage and then cleaning were delivered back to Town Hall this week in preparation for their final destination to the high density storage room.

Representatives of Algonquin Natural Gas will hold an Open House January in order to provide updated information concerning the Access Northeast Project to landowners, public officials and interested stakeholders. The meeting is designed to enable people to get their questions answered by Project representatives. In addition, since there is no formal speaking program, individuals may arrive at any time during the hours listed. Federal Energy Regulatory Commission (FERC) representatives will also be in attendance and will be available to speak with attendees. The meeting will be held on Monday, January 25, 2016 - 5:30PM – 7:30PM at Highfields Golf & Country Club in Grafton.

### **DISCUSSION ITEMS**

#### **Review Board of Selectmen's Action Plan**

Selectman Brochu provided an overview for an audio/visual system to expand the audio visual or informational system in an effort to further improve the audible and/or visual transmission of information to the public.

Selectman Fleming reported his findings ascertained at the Fiscal Responsibility Roundtables to discuss assuring timelines are met for purposes of meeting desired deadlines on filing the recap with DOR for certification of free cash. It was recommended that the Town Accountant be given the charge of managing the process.

#### **Discuss Town Hall Renovation Project Budget Status**

Kelly McElreath outlined the status of the budget for the project and asked for the Selectmen's input in prioritizing the remaining items to be addressed; supplemental heating, heat trace at door opening, acoustic ceiling tiles, ADA door openers, AV equipment and an outstanding balance to Vertex for work performed. The Selectmen will consider putting a bid together to combine the projects and will meet with Ms. McElreath to review the quotes she has received thus far. They indicated their support all the items on the list.

#### **Motion to Ratify Collective Bargaining Agreement with the Firefighters Union Local #3338A for the period 2015-2018**

The Selectmen reviewed the signed tentative agreement between the Town and the Firefighters union for a successor agreement for the period July 1, 2015 – June 30, 2018. Ms. Robinson noted the town will need to hold a special town meeting to fully fund this contract for this fiscal year, because the budget includes a 1% COLA rather than the 2% that has been agreed to. The members of the Board expressed their thanks to the union for working together to arrive at a fair contract.

**Motion #7:** Motion made by Selectman Fleming to ratify the agreement between the Town and the Firefighters union Local 338A for a successor agreement for the period July 1, 2015 – June 30, 2018.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Motion to Appoint Per Diem Paramedics and On Call Snow Plow Driver**

The Board reviewed the applications for two per diem paramedics and one on call snow plow driver that that The Town Manager sought concurrence to appoint. The applications were screened by the Personnel Board and recommended by the departments. The persons, once appointed, will work intermittently either by filling shifts or being called to plow when the need arises.

**Motion #8:** Motion made by Selectman Fleming to appoint David Olsen as an on call snow plow driver to expire in May 2016.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Motion #9:** Motion made by Selectman Fleming to appoint Danielle LaMountain as a per diem paramedic to expire in May 2016.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Motion #10:** Motion made by Selectman Fleming to appoint Blake Montequin as a per diem paramedic to expire in May 2016.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Motion to Approve Heritage Park Conservation Restriction**

The Selectmen reviewed the latest version of the conservation restriction which modifies the right to preserve, repair and maintain the ceremonial stone structures by specifying the rights of the Board. Town Counsel advises that the Metacomet Land Trust is satisfied with this language as well. Language was added to allow the Town to install a gate at the entrance to protect the property from vehicle traffic which had been requested by the Historical Commission recently. Final input from the State EOEEA Office is pending therefore the Town Manager recommends the document be approved subject to their concurrence, and the Board wait to execute it until that is in place.

**Motion #11:** Motion made by Selectman Fleming to approve the Heritage Park Conservation Restriction document subject to the concurrence of the State EOEEA Office.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Motion to Approve Extension of Public Works Director's Contract**

The Board has expressed an interest in having all department head contracts renew on a fiscal year basis. In order to do this, an extension of the Public Works Director's contract is needed, as his contract expires on May 3rd.

**Motion #12:** Motion made by Selectman Fleming to authorize the Town Manager to move forward to extend the Public Works Director's contract in order to renew on a fiscal year basis.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Discuss CHAPA First Right of Refusal – 16 Knowlton Circle**

A notice from CHAPA seeking the Town's 60-day "right of first refusal" to purchase the affordable housing unit at 16 Knowlton Circle was reviewed.

**Motion #13:** Motion made by Selectman Fleming to waive the Town's 60-day "right of first refusal" to purchase the affordable housing unit at 16 Knowlton Circle

Second: Selectman Brochu, Unanimous Chairman Picard.

**EXECUTIVE SESSION**

The Board will enter into Executive Session under MGL c. 214, S. 1B and MGL c. 4, S. 7, Clause 26c to discuss financial assistance to a resident in need.

The Board will enter into Executive Session under MGL c.30A, S. 21 exception #2: to conduct contract negotiations with non-union personnel (Town Manager, Blythe Robinson).

At 7:35pm, the Board of Selectmen adjourned out of executive session to open session to take action on 6.8 on the agenda.

**DISCUSSION ITEMS**

**Motion to Approve Request for Risteen Welfare Funds to Assist Individuals in Need**

The background on two requests for assistance from the Risteen Fund was discussed in Executive Session. These requests were investigated by the Council on Aging staff and their recommendations reviewed.

**Motion #14:** Motion made by Selectman Fleming to approve the welfare funding request submitted by the Council on Aging on December 31, 2015 on behalf of a local individual for rental assistance up to \$3000.00. Funding amount will be monitored by the COA as discussed in executive session and funded out of the Upton Risteen Welfare Fund.

Second: Selectman Brochu, Unanimous Chairman Picard.

**Motion #15:** Motion made by Selectman Fleming to approve the second welfare funding request submitted by the Council on Aging on December 31, 2015 on behalf of a local individual for an electric lift chair in the amount of \$799.00 as requested funded out of the Upton Risteen Welfare Fund.

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177 Second: Selectman Brochu, Unanimous Chairman Picard.  
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179 **MEETING LOOK AHEAD TOPICS**

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181 **NEW BUSINESS**

182 **ADJOURN MEETING**

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184 ***Motion #15:*** At 7:40pm motion was made by Selectman Fleming to adjourn the regular meeting.  
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186 Second: Selectmen Brochu, Unanimous Chairman Picard.  
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189 Respectfully submitted,  
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192 Sandra Hakala  
193 Executive Assistant